

Correct a Wrong Teach ID

1. LO: Open the teacher's Snapshot (TEACH ID is a hyperlink to access the record for manual repairs)
2. Enter the correct TEACH ID and save
3. Return to Report Screen and open the original Snapshot with the wrong ID
4. Change ACTIVE INDICATOR to DELETED
 - a. The record will always show in LO, in order to reduce distraction, the name can be changed. Make the Last name ZZ to drop it to the bottom of the list
 - b. Validate and Save
5. If CIA data has already been reported for the wrong ID, use the dark blue navigational bar to switch to CIA records for this teacher. Open a record and change the STAFF NAME field to the correct person/TEACH ID. Validate and Save. Repeat for all class/sections.

1

Staff Snapshot Report Choices: Run Verification Rpt

Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Dist. Upload Log Data
 Import Log
 Local Summary
 Local Summary
 View Verif. Status (Error Rpt #2)
 Import Message Log

Valid Staff records for school - 84X611

| Teach ID: | Staff ID: | Last Name: | First Name: | TEACH Name: | Staff Location: | A/I/D: | Title: | Second Title: | Itinerant: |
|---------------------|-----------|------------|-------------|-------------|-----------------|--------|---------|---------------|------------|
| 003 | 003 | Doe | Chris | Chris Doe | CHARTER SCHOOL | A | TEACHER | | |

2

Staff Snapshot Manual Entry:

*denotes a required field
TEACH Name: UNKNOWN NAMES

*First Name: Middle Name: *Last Name: *Birth Date: *Gender:

*Teach ID: (Alt. Staff ID) *Staff ID: *Email Address: *Active/Inactive: *Itinerant Staff:

*Primary Location Code: *Annual Salary: *Annual Contract Work Months: *Annual Contract Work Days:

*Employment Basis: Certification Exempt. Code: Teacher Title: Teach. Hire Date: Professional Dev. Indicator: *Total Years Educational Exp.: Principal Title: Prin. Hire Date:

*Education Level: Separation Reason Code: Exit Date: *Hisp. Indicator: Race 1 Code:

Race 2 Code: Race 3 Code: Race 4 Code: Race 5 Code:

Import Validation Messages:
Success! The record validated with no import errors. However no verification checks were performed on this record.

3

Staff Snapshot Report Choices: Run Verification Rpt

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 View Verif. Status (Error Rpt #2)
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Valid Staff records for school - 84X611

| Teach ID: | Staff ID: | Last Name: | First Name: | TEACH Name: | Staff Location: | A/I/D: | Title: | Second Title: | Itinerant: |
|---------------------|-----------|------------|-------------|---------------|-----------------|--------|---------|---------------|------------|
| 001 | 001 | DOE | Chris | Chris Doe | CHARTER SCHOOL | A | TEACHER | | |
| 003 | 003 | Doe | Chris | Unknown Names | CHARTER SCHOOL | A | TEACHER | | |

